

**STATE OF HAWAII**  
**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM**  
**ADMINISTRATIVE SERVICES OFFICE**

**DESIGN AND INSTALLATION OF WORKSTATIONS**  
**SOLICITATION No. RFP-05-07-ASO**

Sealed proposals will be received up to and opened at 12:00 p.m.

on

**November 9, 2004**

in the Administrative Services Office/Contracts, 250 S. Hotel St., 5th Floor, Rm 510D, Honolulu, Hawaii, 96813.

Questions relating to this request for proposal may be directed to Ms. Eileen Harada, telephone 808-586-9312.

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General Terms and Conditions (April 15, 1996)
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## **REQUEST FOR PROPOSALS (RFP)**

The Department of Business, Economic Development, and Tourism  
Administrative Services Office

### **DESIGN AND INSTALLTION OF WORKSTATIONS**

#### **SOLICITATION No. RFP-05-07-ASO**

Pursuant to the Hawaii Public Procurement Code, Chapter 103D, Hawaii Revised Statutes, the State Department of Business, Economic Development, and Tourism (DBEDT) is soliciting proposals to selected vendors to provide DBEDT with the Design and Installation of three (3) workstations.

#### Project Description:

The selected vendor will provide to the Department of Business, Economic Development and Tourism (DBEDT) with the Design and Installation of three (3) workstations using Herman Miller Products.

#### Requirements:

**All prospective offers may attend a non-mandatory pre-proposal conference scheduled for 10:00 A.M. HST on Wednesday, October 27, 2004 at the No. 1 Capitol District, 5<sup>th</sup> Floor, Room 508. A map of the areas is attached as Exhibit F. Attendance is not mandatory, but potential offers are encouraged to attend. Costs relating to attendance at the meeting shall be the responsibility of the attendee and shall not be reimbursed by the STATE.**

Sealed proposals shall be received up to 12 noon, Hawaii Standard Time (HST) on November 9, 2004 in the Administrative Services Office/Contracts, DBEDT, State of Hawaii, No. 1 Capitol District, 5<sup>th</sup> Floor, Room 510-D, 250 South Hotel Street, Honolulu, Hawaii, 96813. Proposal documents may be obtained from said office between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 4:00 p.m., Monday through Friday, except for STATE holidays. All interested parties must register with said office at the time a proposal document is requested. PLEASE NOTE: REGISTRATION IS MANDATORY.

All proposals must comply with DBEDT General Terms and Conditions dated April 15, 1996. Offerors are encouraged to carefully read the entire proposal documents. Proposals must be submitted on DBEDT proposal forms **with an original signature.** Signatures in BLUE INK are encouraged.

All proposals must comply with the Hawaii Administrative Rules (HAR) Section 3-122-112 (Attachment E) which requires the submission of the following certificates upon award of a contract under HRS section 103D-302, 103D-303, 103d-304, OR 103d-306:

- 1) Tax Clearance Certificate (Department of Taxation)
- 2) Certificate of Compliance (Department of Labor and Industrial Relations)
- 3) Certificate of Good Standing (Department of Commerce and Consumer Affairs)
- 4) Certificate of Final Payment/Tax Clearance Certificate (Department of Taxation)

Eileen Harada for  
Theodore E. Liu, Director  
Department of Business, Economic Development, and  
Tourism, State of Hawaii

**CAUTION!!!!**

- 1. ALL PROPOSALS MUST BE SUBMITTED ON DBEDT PROPOSAL FORMS.**
- 2. ALL INTERESTED PARTIES MUST REGISTER WITH THE DBEDT ADMINISTRATIVE SERVICES/CONTRACTS OFFICE. REGISTRATION MAY BE DONE AT TIME OF PACKET PICK-UP.**
- 3. DBEDT ADMINISTRATIVE SERVICES/CONTRACTS OFFICE MUST RECEIVE ALL PROPOSALS NO LATER THAN 12:00 P.M., HST, NOVEMBER 9, 2004.**
- 4. PROPOSAL SUBMISSION MUST INCLUDE AN ORIGINAL SIGNED SIGNATURE AND FIVE (5) COPIES. SIGNATURES IN BLUE INK ARE ENCOURAGED. FAILURE TO SUBMIT SUCH PROPOSALS SHALL RESULT IN DISQUALIFICATION.**
- 5. OFFERORS ARE CAUTIONED THAT FEDERAL EXPRESS AND UNITED PARCEL SERVICE DELIVERIES ARE GUARANTEED UP TO 5:00 P.M. OF THE DESIGNATED DELIVERY DATE. OFFERORS MUST MAKE PRIOR ARRANGEMENTS TO ENSURE DELIVERY BY 12:00 P.M., HST ON THE PROPOSAL DUE DATE.**

Proposal and registration forms are available at the:

Department of Business, Economic Development, and Tourism  
Administrative Services Office / Contracts  
No. 1 Capitol District  
250 So. Hotel Street, 5th Floor, Room 510D  
Honolulu, Hawaii 96813  
Contact person: Eileen Harada, 808-586-9312

**STATE OF HAWAII**  
**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM**  
**ADMINISTRATIVE SERVICES OFFICE**

**DESIGN AND INSTALLTION OF WORKSTATIONS**

**SOLICITATION No. RFP-05-07-ASO**

**INTRODUCTION, SIGNIFICANT DATES, AND  
OFFICIAL CONTACT PERSON**

## **INTRODUCTION, SIGNIFICANT DATES AND OFFICIAL CONTACT PERSON**

### **A. INTRODUCTION**

The selected vendor will provide to the Department of Business, Economic Development and Tourism (DBEDT) with the Design and Installation of three (3) Herman Miller Workstations.

### **B. SIGNIFICANT DATES**

-Advertisement of Request for Proposal	October 8, 2004
-Issuance of Request for Proposal	October 8, 2004
-Pre-Conference Meeting, 10:00 a.m.	October 27, 2004
-Deadline for Offeror's Written Questions, 4:00 p.m.	October 29, 2004
-Response to Offeror's Questions and Addenda Deadline	November 3, 2004
-Sealed Proposals Due	November 9, 2004 12:00 p.m., HST

**All prospective offers may attend a non-mandatory pre-proposal conference scheduled for 10:00 A.M. HST on Wednesday, October 27, 2004 at the No. 1 Capitol District, 5<sup>th</sup> Floor, Room 508. A map of the area is attached as Exhibit F. Attendance is not mandatory, but potential offers are encouraged to attend. Costs relating to attendance at the meeting shall be the responsibility of the attendee and shall not be reimbursed by the STATE.**

### **C. OFFICIAL CONTACT PERSON**

The official contact person for all communication regarding the RFP is:

Eileen Harada  
Department of Business, Economic Development, and Tourism  
Administrative Services Office/Contracts  
250 S. Hotel St., 5th Floor, Rm 510D  
Honolulu, Hawaii 96813  
Telephone: (808) 586-9312  
Fax: (808) 586-2526

Official responses to questions shall be made through written addenda issued to all prospective offerors. Offerors' attention is directed to the deadlines for questions and addenda stated above.

**STATE OF HAWAII**  
**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM**  
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**STATEMENT OF WORK**



## **STATEMENT OF WORK**

### **A. OBJECTIVES**

1. Provide the Department of Business, Economic Development, and Tourism (DBEDT) with the Design and Installation of three (3) Herman Miller Workstations.

### **B. SCOPE OF WORK**

1. General Description: This RFP is for services related to the design and installation of three (3) Herman Miller Workstations (Workstations).
2. The bidder shall work under the supervision of a DBEDT representative.
3. The bidder is to submit a bid, design specifications, and drawings for three (3) Workstations. Award will be made to the responsive and responsible bidder submitting the designs and price deemed to be most advantageous to DBEDT.
4. The bidder shall base design specifications on the Onsite Inventory List (INVENTORY) provided by the STATE (Exhibit G).
5. The bidder shall design the WORKSTATIONS in accordance with the following specifications:
  - a. ONE (1) professional workstation to be located on the 4<sup>th</sup> Floor, Diamond Head Wing of the No. 1 Capitol District Building. The requirements for this workstation shall include, but not be limited to:
    - 1) Workstation shall be designed as close to Eighty (80) square feet as practical and possible;
    - 2) Workstation shall conform to the space available, which shall not exceed approximately 113 x 100 inches; and
    - 3) Workstation panels which face the hall and photocopy machine shall be constructed with six-foot panels.
  - b. TWO (2) clerical workstations to be located on the 5<sup>th</sup> Floor, Diamond Head Wing of the No. 1 Capitol District Building. The requirements for this workstation shall include, but not be limited to:
    - 1) Each workstation shall be designed as close to Seventy (70) square feet as practical and possible; and
    - 2) Combined area of the two (2) workstations shall conform to the space available, which shall not exceed approximately 197 x 100 inches.

6. In designing the WORKSTATIONS, the bidder shall utilize INVENTORY wherever possible. In the event that needed parts are not included in the INVENTORY, the bidder shall list and itemize all required parts in a deliverable entitled "Parts to be Purchased". Such deliverable shall include, but not be limited to:
  - a. The name and description of the part needed to assemble or install the WORKSTATION;
  - b. The stock or item number of the part;
  - c. The quantity of each part needed; and
  - d. The cost to the STATE of the bidder obtaining the "Parts to be Purchased". This cost total shall include, but not be limited to a per unit cost breakdown for each part and a total cost breakdown for the procurement of the "Parts to be Purchased", including any labor, shipping, or other expense.
7. The STATE reserves the right to award the contract for the design and installation of the three (3) workstations inclusive of the costs of the bidder procuring the "Parts to be Purchased" or exclusive of the costs of the bidder procuring the "Parts to be Purchased" based on the option most advantageous to the STATE.
8. If the winning bidder is awarded the contract for the design and installation of the three (3) workstations inclusive of the costs of the bidder procuring the "Parts to be Purchased", the winning bidder shall initiate and coordinate all details required to procure and deliver the "Parts to be Purchased" and, upon delivery of the "Parts to be Purchased", complete the installation of the workstations.
9. In the event the STATE exercises its option to procure its own "Parts to be Purchased", the winning bidder will be awarded a contract based only on the total cost of the design and installation. The winning bidder shall provide the STATE with the designs by the required time and shall install the workstations upon notice by the STATE of the delivery of the STATE procured "Parts to be Purchased."

**C. TIME SCHEDULE**

Performance of services by the Contractor shall commence on the effective date of the Agreement. All services shall be completed within two (2) months of effective date unless otherwise provided herein.

**D. COMPENSATION**

Award shall be made on a firm, fixed fee amount based on the STATE's decision to exercise its option to procure "Parts to be Purchased" on its own. Payment shall be made in accordance with the following schedule:

1. Payment shall be made by the STATE upon submission and satisfactory approval of the design plan for the three (3) Workstations.
2. Payment shall be made by the State upon submission of invoice for the "Parts to be Purchased" in the event that the winning bidder is awarded the contract requiring the winning bidder to procure the "Parts to be Purchased."
3. Payment shall be made by the STATE upon satisfactory completion of the installation of the three (3) Workstations.

**STATE OF HAWAII**  
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**Administrative Services Office**

**DESIGN AND INSTALLTION OF WORKSTATIONS**

**SOLICITATION No. RFP-05-07-ASO**

**EVALUATION CRITERIA**

## EVALUATION CRITERIA

### A. MINIMUM CRITERIA FOR PROPOSAL RESPONSIVENESS

1. Proposals must contain a response to all three components of this Request For Proposals including, but not limited to the cost of a design plan for the three (3) workstations, the cost of procuring the "Parts to be Purchased", and the cost of the installation of the workstations in accordance with the design plans. All proposals which do not provide the STATE with the three required components shall be deemed non-responsive and will be disqualified.
2. Unfavorable references may be justification for rejection of a proposal. The State reserves the right to use whatever resources available to the State to seek additional references in addition to those submitted in the proposal.
3. Submitting incomplete or non-original proposal documents or failure to sign the proposal documents may be justification for rejection of a proposal.
4. Failure to respond or comply with the specifications provided in the solicitation or the requirements provided by statutes or law.

### B. PROPOSAL EVALUATION CRITERIA

An evaluation committee shall be appointed by the Director. The committee shall evaluate responsive proposals based on the following criteria:

	<u>Criteria</u>	<u>Total Possible Points</u>
1.	<b>Design Plan (40)</b>	
	a. Compliance with required specifications.	<b>10</b>
	b. Utilization of Inventory parts.	<b>10</b>
	c. References.	<b>10</b>
	d. Cost.	<b>10</b>
2.	<b>Procurement of "Parts to be Purchased" (30)</b>	
	a. Cost of required parts	<b>10</b>
	b. Cost of labor to procure parts	<b>10</b>
	c. Cost of shipping and handling costs	<b>10</b>
3.	<b>Installation of Workstations (20)</b>	
	a. Experience in installing Herman Miller Workstations	<b>10</b>
	b. Cost	<b>10</b>
4.	<b>Time Schedule (10)</b>	
	a. Ability of time schedule to meet project time restraints.	<b>5</b>
	b. Reasonableness of proposed time schedule.	<b>5</b>
	<b>TOTAL</b>	<b>100</b>

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**DESIGN AND INSTALLATION OF WORKSTATIONS**

**SPECIAL PROVISIONS**

## **SPECIAL PROVISIONS**

### **A. PREFERENCES**

The following preferences shall apply to this solicitation. The evaluated price shall be based on application of these preferences in the order specified below:

1. In-State Contractor. Preference shall be given to offerors within the State of Hawaii. Whenever an offeror selects and qualifies for an in-state contractor preference, all prices from offerors who do not select or qualify under the in-state contractor preference shall be increased by 5% for evaluation purposes. Offerors claiming this preference shall submit a tax clearance certified from the State of Hawaii, Department of Taxation with their proposal and must indicate a State of Hawaii business address.
2. Tax adjustment for out-of-state and tax exempt bidders. Where the offeror is an out-of-state vendor not doing business in the State or is a person exempted from paying the applicable general excise tax, the proposal price, for the purpose of determining the lowest price offer, shall be increased by the applicable retail rate of general excise tax and the applicable use tax.
3. Reciprocal Preference. Resident offerors of the State of Hawaii may be given a reciprocal preference equal to the preference that an out-of-state Offeror would be given in their own state. If the out-of-state offeror's state has a preference comparable to a Hawaii preference, the reciprocal preference shall be equal to the amount the out-of-state preference exceeds the Hawaii preference.

### **B. PROPOSALS MUST BE PRICED.**

### **C. TAX CLEARANCE**

#### **HRS Chapter 237 tax clearance requirement for award and final payment.**

Instructions are as follows:

The Awardee(s) shall be required to obtain a current tax clearance from the State of Hawaii Department of Taxation and the Internal Revenue Service prior to entering into a contract with the State and again to receive final payment.

It is recommended that the "Tax Clearance Application," Form A-6, attached, be mailed to a DOTAX district office as soon as possible, as the process may take 21 calendar days before you receive a tax clearance. We also recommend that extra-certified copies be requested, if responding to several competitive solicitations. Extra-certified copies may

be writing or typing the number of copies next to the check box 3.c. on the application form. Offerors who repeatedly submit bids or proposals for State of county contracts should file frequently for a tax clearance.

Pursuant to §103D-328, HRS, successful Offeror shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate is valid for six (6) months from the most recent approval stamp date on the certificate and must be valid on the date it is received by the purchasing agency.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX *TAX CLEARANCE APPLICATION* Form A-6 (Rev. 2003) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information): <http://www.state.hi.us/tax/alphalist.html#a>  
DOTAX Forms by Fax/Mail: (808) 587-7572  
1-800-222-7572

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX:	(808) 587-1488
IRS:	(808) 539-1573

The application for the clearance is the responsibility of the Offeror, and must be submitted directly to the DOTAX or IRS and not to the purchasing agency.

Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract.

#### **D. BONDS**

Bid, performance, and payment bonds are not required for this solicitation.

#### **E. METHOD OF AWARD**

The successful offerors shall be awarded an "Agreement for Goods or Services Based upon Competitive Sealed Proposals" contract.



Reference Responsibility of Offerors in §3-122-112, HAR. Offeror shall produce documents to the procurement officer to demonstrate compliance with this section.

**HRS Chapter 237 tax clearance requirement for award and final payment.** See Item C., Special Provisions.

**HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award.** Instructions are as follows:

Pursuant to §103D-310(c), HRS, successful Offeror shall be required to submit an approved certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the purchasing agency.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR *APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR*, Form LIR#27 which is available at [www.dlir.state.hi.us/LIR#27](http://www.dlir.state.hi.us/LIR#27), or at the neighbor island DLIR District Offices. The DLIR will return the form to the Offeror who in turn shall submit it to the purchasing agency.

The application for the certificate is the responsibility of the Offeror, and must be submitted directly to the DLIR and not to the purchasing agency.

**Requirement for award.** To be eligible for award, the Offeror must comply as follows:

**Hawaii business.** A business entity referred to as a "Hawaii business", is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, Offeror shall submit a *CERTIFICATE OF GOOD STANDING* issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG). A Hawaii business that is a sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate. An Offeror's status as sole proprietor or other business entity and its business street address indicated on the Offer Form page OF-1 will be used to confirm that the Offeror is a Hawaii business.

**Compliant non-Hawaii business.** A business entity referred to as a "compliant non-Hawaii business," is not incorporated or organized under the laws of the State of Hawaii but is registered to do business in the State. As evidence of compliance, Offeror shall submit a *CERTIFICATE OF GOOD STANDING*.

To obtain a *CERTIFICATE OF GOOD STANDING* go online to [www.BusinessRegistrations.com](http://www.BusinessRegistrations.com) and follow the prompt instructions. To register or to obtain a “Certificate of Good Standing” by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). The “Certificate of Good Standing” is valid for six months from date of issue and must be valid on the date it is received by the purchasing agency.

Offerors are advised that there are costs associated with registering and obtaining a “Certificate of Good Standing” from the DCCA.

**Timely Submission of all Certificates.** The above certificates should be applied for and submitted to the purchasing agency as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

**Final Payment Requirements.** In addition to a tax clearance certificate an original “Certification of Compliance for Final Payment” (SPO Form-22), will be required for final payment. A copy of the Form is available at [www.spo.hawaii.gov](http://www.spo.hawaii.gov). Select “Forms for Vendors/Contractors” from the Chapter 103D, HRS, pop-up menu.

**F. GENERAL TERMS AND CONDITIONS NOT APPLICABLE**

Section 2.9 and 2.12 of the general terms and conditions which apply specifically to the invitation to bid method of selection are not applicable to this solicitation.

**G. PROPRIETARY INFORMATION**

Any information deemed proprietary in nature shall be clearly marked “proprietary” by the offeror. Failure to designate proprietary information will subject the offeror’s proposal to full disclosure and public inspection.

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**PROPOSAL REQUIREMENTS**

## PROPOSAL REQUIREMENTS

### A. SUBMISSION REQUIREMENTS

1. The original plus five (5) copies of the proposal shall be submitted in a sealed envelope to:  

DBEDT, State of Hawaii  
Administrative Services Office/Contracts  
No. 1 Capitol District  
250 So. Hotel St., 5th Floor, Room 510D  
Honolulu, HI 96813
2. The original proposal shall be clearly marked "original" on the upper right hand corner of the cover page and have original signatures. Signatures in BLUE INK are encouraged.
3. "SOLICITATION NO. RFP-05-07-ASO" shall be referenced on the outside of the sealed proposals. Facsimiles shall not be accepted.
4. **Sealed proposals must be received by the Administrative Services Office/Contracts, no later than 12:00 p.m., Hawaii Standard Time, November 9, 2004. Proposals shall be timed-stamped with the Administrative Services Office/Contracts time clock upon receipt. Late proposals shall not be accepted. The Administrative Services Office/Contracts' time clock shall serve as the official time.**
5. Offerors are cautioned that Federal Express and United Parcel Service deliveries are guaranteed up to 5:00 pm of the designated delivery date. Offerors are cautioned to make prior arrangements to ensure delivery by 12:00 pm on the proposal due date.
6. Offerors are to complete and submit the section entitled "Proposal".

### B. OFFEROR'S COVENANTS AND QUALIFICATIONS

1. Proposals shall include completed proposal pages in the section entitled "Proposal". Remove, compete, and submit the appropriate number of copies of the entire section entitled, "Proposal."
2. The proposal must be signed by an authorized representative and a corporate resolution or evidence of authorization to bind must be attached.

3. **PLEASE NOTE: The name of your organization must match the name which is either legally registered with the Hawaii Department of Commerce and Consumer Affairs (DCCA) for Hawaii corporations, partnerships, or trade names; or the Department of Taxation for sole proprietors who do not have registered trade names with the DCCA. An out-of-state organization must be legally registered with its appropriate state.**

**C. PROJECT PROPOSAL**

The project proposal shall include, but not be limited to:

1. Scope of Work;
2. General Description: This RFP is for services related to the design and installation of three (3) Herman Miller workstations for DBEDT;
3. The bidder shall work under the supervision of a DBEDT representative; and
4. The bidder is to submit a bid for all three (3) components of this Request for Proposal. The award will be made to the responsive and responsible bidder submitting the system deemed to be most advantageous to DBEDT.

**D. On-site Inventory List**

The on-site inventory list is herein provided by the STATE as Exhibit G.

**E. Specifications for Workstations**

The workstations shall be designed and installed in accordance with the following specifications:

- a. One (1) professional workstation to be located on the 4<sup>th</sup> Floor, Diamond Head Wing of the No. 1 Capitol District Building. The requirements for this workstations shall include, but not be limited to:
  1. Workstation shall be designed as close to Eighty (80) square feet as practical and possible;
  2. Workstation shall conform to the space available, which shall not exceed approximately 113 x 100 inches; and
  3. Workstation panels which face the hall and photocopy machine shall be constructed with six-foot panels.

- b. Two (2) clerical workstations to be located on the 5<sup>th</sup> Floor, Diamond Head Wing of the No. 1 Capitol District Building. The requirements for this workstation shall include, but not be limited to:
  - 1) Each workstation shall be designed as close to seventy (70) square feet as practical and possible; and
  - 2) Combined area of the two (2) workstations shall conform to the space available, which shall not exceed approximately 197 x 100 inches.

**F. Time Schedule**

- a. All services shall be completed within two (2) months of contract execution, unless sooner terminated or extended per mutual written agreement between the State and Contractor.
- b. The proposal shall include a timeline for completion for all major tasks. The timeline shall include, but not be limited to, the following specified deliverables:
  - 1. Submission to STATE for approval of a design plan.
  - 2. Delivery of the "Parts to be Purchased" in the event the STATE decides to contract with the winning bidder for procurement of the parts.
  - 3. Completion of the Installation of the three (3) workstations.

**G. Compensation**

- a. The proposal shall be priced and shall include a budget for all tasks proposed.
- b. The proposed price shall be based on a firm fixed fee.
- c. The proposal shall itemize costs for each of the three components, design plan, procurement of "Parts to be Purchased", and installation of the workstations. In the event the STATE chooses to exercise its option to procure its own "Parts to be Purchased", the line cost for such parts and labor shall be deducted from the winning bidder's total contract award prior to the execution of the contract.

**STATE OF HAWAII**  
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**PROPOSAL**

**OFFERORS ARE TO  
COMPLETE AND SUBMIT THIS SECTION FOR THEIR PROPOSALS**

## **PROPOSAL**

### **DESIGN AND INSTALLATION OF WORKSTATIONS**

#### **SOLICITATION No. RFP-05-07-ASO**

Department of Business, Economic Development, and Tourism  
Administrative Services Office/Contracts  
No. 1 Capitol District, 5th Floor, Room 510D  
250 So. Hotel Street  
Honolulu, HI 96813

The undersigned has carefully read and understands the terms, conditions and requirements specified in the Request for Proposal attached hereto and hereby submits the following proposal to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees to the following:

- \* That by submitting this proposal, the undersigned is declaring that this proposal is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts;
- \* That by submitting this proposal, the undersigned is declaring that the proposal is being made without collusion with any other person, firm or corporation;
- \* That the Director of the Department of Business, Economic Development, and Tourism reserves the right to cancel the Request for Proposal at any time and all proposals may be rejected in whole or in part when it is in the best interest of the State;
- \* That discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award, but a proposal may be accepted without such discussions;
- \* That the undersigned may be required to submit best and final offers based on discussion;
- \* That award, if any, will be made on a firm fixed fee basis to the responsive and responsible offeror who has submitted the most advantageous offer in accordance with the evaluation criteria set forth in this Request for Proposal;
- \* That by submitting this proposal, the undersigned is declaring that if awarded a contract, the undersigned will comply with all requirements for wages, hours and working conditions in accordance with Section 103-55, Hawaii Revised Statutes; and
- \* That if awarded a contract, the undersigned hereby commits to a minimum of two consultation sessions with the State.



The undersigned acknowledges receipt of any addendum issued by the Department of Business, Economic Development, and Tourism by recording in the space below the date of receipt:

Addendum No. 1 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_

Addendum No. 3 \_\_\_\_\_

Addendum No. 4 \_\_\_\_\_

The undersigned hereby certifies that the proposal hereby attached has been carefully checked and is submitted as correct.

Respectfully submitted,

\_\_\_\_\_  
Exact Legal Name of Offeror (company name)

\_\_\_\_\_  
Authorized signature (attach corporate resolution or  
evidence of authorization to bind)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Mailing address (if different from street address)

State of Hawaii General Excise Tax (GET) License Number: \_\_\_\_\_

Federal Taxpayer Identification Number: \_\_\_\_\_

Type of Organization:

\_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Joint Venture

If offeror is a "dba" or a division of a corporation, furnish the exact legal name of the corporation under which the contract, if awarded, will be executed: \_\_\_\_\_

State of Incorporation: Hawaii \_\_\_\_\_ Other: \_\_\_\_\_

In order to claim an in-state contractor's preference, a State of Hawaii Tax Clearance is \_\_\_\_\_ / is not \_\_\_\_\_ attached.

### PREFERENCES:

The following preferences apply to this solicitation. A detailed discussion of each preference is included in the section entitled, "Special provisions." Indicate which preferences apply.

1. In-state contractor preference: yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, indicate State of Hawaii business street address: \_\_\_\_\_

If yes, attach current (issued within 45 days of bid submittal) tax clearance from the State of Hawaii Department of Taxation.

(Note: The bidder may wish to also obtain tax clearance from the Internal Revenue Service at the same time in order to fulfill this requirement if awarded a contract)

2. Tax Adjustments:

Are you an out-of-state business?	yes _____	no _____
Is your organization tax exempt?	yes _____	no _____

3. Reciprocal Preferences:

List your principal place of Business:

\_\_\_\_\_  
Street address, City, State, Zip Code

Are you registered with the State of Hawaii, Department of Commerce and Consumer Affairs to do business in the State of Hawaii: yes \_\_\_\_\_ no \_\_\_\_\_

## QUALIFICATION QUESTIONNAIRE

1. How many years has your organization been in business under your present business name? \_\_\_\_\_

2. How many years experience in this field of work has your organization had? \_\_\_\_\_

3. Show what project your organization has completed in the past two (2) years that is related to this project: (Specifically (1)design of Herman Miller Workstations, (2) installation of Herman Miller Workstations.

Name and Address of Project Owner	Description	Contract Amount	Completion Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Have you ever failed to complete any work awarded to you? \_\_\_\_\_

If so, when, where and why: \_\_\_\_\_  
\_\_\_\_\_.

5. Has any officer or partner of your organization in the past five (5) years been an officer, partner or individual of some other organization that failed to complete a contract? \_\_

If so, state name of individual, other organization and reason therefore: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

6. For what counties within the State of Hawaii have you performed work and to whom do you refer?

Agency	Project Description	Contact Person	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. For what departments of the State of Hawaii have you performed work and to whom do you refer?

Department	Project Description	Contact Person	Phone

8. Have you performed work for the U.S. Government? \_\_\_\_  
If so, list and to who do you refer?

Agency	Project Description	Contact Person	Phone

9. Have you ever performed any work for any other governmental agencies outside the State of Hawaii? \_\_\_\_  
If so, list and to whom do you refer?

Agency	Project Description	Contact Person	Phone

10. List a minimum of three references for work performed similar to this project.

Company	Project Description	Contact Person	Phone

11. What is the professional or project experience of the principal individuals being assigned to this project?

Individual's Name	Position or Title	Years Experience	Type of Work

## CORPORATE RESOLUTION

Attach here:

1. Corporate resolution or written authorization of offeror's representative to sign this proposal here.

**EXHIBIT A****SOLICITATION No. RFP-05-07-ASO**

Department of Business, Economic Development, and Tourism  
Administrative Services Office / Contracts  
No. 1 Capitol District  
250 So. Hotel Street, 5th Floor, Room 510D  
Honolulu, Hawaii 96813

Dear Ms. Eileen Harada:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions, Form 4/15/96 by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned represents: **(Check ☒ one only)**

- ☐ A **Hawaii business** incorporated or organized under the laws of the State of Hawaii; **OR**  
☐ A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.

State of incorporation: \_\_\_\_\_

Offeror is:

- ☐ Sole Proprietor    ☐ Partnership    ☐ Corporation    ☐ Joint Venture  
☐ Other \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_

Hawaii General Excise Tax License I.D. No.: \_\_\_\_\_

Payment address (other than street address below): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business address (street address): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Respectfully submitted:

(x) \_\_\_\_\_  
Authorized (Original) Signature

Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Please Type or Print)

Fax No.: \_\_\_\_\_

\* \_\_\_\_\_  
**Exact Legal Name of Company (Offeror)**

E-mail Address: \_\_\_\_\_

\*If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:  
\_\_\_\_\_

**EXHIBIT B**

**STATE OF HAWAII**  
**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM**  
**ADMINISTRATIVE SERVICES OFFICE**

**DESIGN AND INSTALLATION OF WORKSTATIONS**

**SOLICITATION No. RFP-05-07-ASO**

**EXHIBIT B – TAX CLEARANCE APPLICATION**

**NOTE: A TAX CLEARANCE FROM THE STATE OF HAWAII, DEPARTMENT OF TAXATION AND THE U.S. INTERNAL REVENUE SERVICE IS REQUIRED PRIOR TO ENTERING INTO AN AGREEMENT WITH THE STATE. IN THE INTEREST OF TIME, CONTRACTORS ARE ENCOURAGED TO SECURE SUCH CLEARANCE IN ADVANCE AND TO SUBMIT THEM WITH THEIR PROPOSAL.**

STATE OF HAWAII — DEPARTMENT OF TAXATION  
**TAX CLEARANCE APPLICATION**  
PLEASE TYPE OR PRINT CLEARLY

**1. APPLICANT INFORMATION:** (PLEASE PRINT CLEARLY)

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

DBA/Trade Name \_\_\_\_\_

**2. TAX IDENTIFICATION NUMBER(S):** (Complete applicable ID numbers)

HAWAII GENERAL EXCISE ID # \_\_\_\_\_

FEDERAL EMPLOYER ID # \_\_\_\_\_ - \_\_\_\_\_  
(FEIN)

SOCIAL SECURITY #(SSN) \_\_\_\_\_ - \_\_\_\_\_

**3. APPLICANT IS A/AN:** (CHECK ONLY ONE BOX)

- ☐ CORPORATION ☐ S CORPORATION ☐ TAX EXEMPT ORGANIZATION  
☐ INDIVIDUAL ☐ PARTNERSHIP ☐ ESTATE ☐ TRUST  
☐ LIMITED LIABILITY COMPANY ☐ LIMITED LIABILITY PARTNERSHIP  
☐ Single Member LLC disregarded as separate from owner; enter owner's FEIN/SSN \_\_\_\_\_

**4. THE TAX CLEARANCE IS REQUIRED FOR:**

- ☐ CITY, COUNTY, OR STATE GOVERNMENT CONTRACT IN HAWAII \* ☐ LIQUOR LICENSE \*  
☐ REAL ESTATE LICENSE ☐ CONTRACTOR LICENSE ☐ BULK SALES  
☐ FINANCIAL CLOSING ☐ PROGRESS PAYMENT ☐ PERSONAL  
☐ HAWAII STATE RESIDENCY ☐ FEDERAL CONTRACT ☐ LOAN  
☐ SUBCONTRACT ☐ OTHER \_\_\_\_\_

\* IRS APPROVAL STAMP IS ONLY FOR PURPOSES INDICATED BY ASTERISK.

**5. NO. OF CERTIFIED COPIES REQUESTED:**

**6. SIGNATURE:**

PRINT NAME

PRINT TITLE: Corporate Officer, General Partner or Member, Individual (Sole Proprietor), Trustee, Executor

SIGNATURE

DATE

TELEPHONE

FAX

**POWER OF ATTORNEY.** If submitted by someone other than a Corporate Officer, General Partner or Member, Individual (Sole Proprietor), Trustee, or Executor, a power of attorney (State of Hawaii, Department of Taxation, Form N-848) must be submitted with this application. If a Tax Clearance is required from the Internal Revenue Service, IRS Form 8821, or IRS Form 2848 is also required. Applications submitted without proper authorization will be sent to the address of record with the taxing authority. UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

**PLEASE TYPE OR PRINT CLEARLY — THE FRONT PAGE OF THIS APPLICATION BECOMES THE CERTIFICATE UPON APPROVAL.**

**SEE PAGE 2 ON REVERSE & SEPARATE INSTRUCTIONS.** Failure to provide required information on page 2 of this application or as required in the separate instructions to this application will result in a denial of the Tax Clearance request.

FOR OFFICE USE ONLY
BUSINESS START DATE IN HAWAII IF APPLICABLE / /
HAWAII RETURNS FILED IF APPLICABLE 19 / 19
STATE APPROVAL STAMP
*IRS APPROVAL STAMP
CERTIFIED COPY STAMP



7. **CITY, COUNTY, OR STATE GOVERNMENT CONTRACT:** ☐ Bid/Entering Into a Contract ☐ Completion/Final Payment  
For completion/final payment of contract, please provide the name and telephone number of the contact person at the State or County Agency.  
Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_
8. **LIQUOR LICENSING:** ☐ Initial ☐ Renewal ☐ Transfer-Seller ☐ Transfer-Buyer ☐ Special Event
9. **CONTRACTOR LICENSING:** ☐ Initial ☐ Renewal
10. **STATE RESIDENCY:** DATE APPLICANT ARRIVED IN HAWAII \_\_\_\_\_
11. **ACCOUNTING PERIOD:** ☐ Calendar year ☐ Fiscal year ending \_\_\_\_\_  
(MM/DD)
12. **TAX EXEMPT ORGANIZATION:**  
A) Provide the Internal Revenue Code Section that applies to your exemption. \_\_\_\_\_  
B) Does your organization file federal Form 990-T, Exempt Organization Business Income Tax Return? ☐ YES ☐ NO
13. **CORPORATION:** Parent's Corporation Name \_\_\_\_\_ FEIN \_\_\_\_\_
14. **INDIVIDUAL:** Spouse's Name \_\_\_\_\_ SSN \_\_\_\_\_
15. **IF YOU DO NOT HAVE A GENERAL EXCISE TAX LICENSE AND REQUIRE A TAX CLEARANCE FOR A GOVERNMENT CONTRACT:**  
A) Has your firm had any business income in Hawaii prior to the Bid? ☐ YES ☐ NO  
B) Does your firm have an office, inventory, property, employees, or other representatives in the State of Hawaii? ☐ YES ☐ NO  
C) Has your firm provided any services within the State of Hawaii? ☐ YES ☐ NO
16. **FILING THE APPLICATION FOR TAX CLEARANCE:**

The completed application may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch. Applications which require an Internal Revenue Service Tax Clearance will be forwarded to the Internal Revenue Service after processing is completed by the Department of Taxation. Allow up to 10 to 15 business days for processing between the Department of Taxation and the Internal Revenue Service.

State Dept. of Taxation  
TAXPAYER SERVICES BRANCH  
P.O. BOX 259  
HONOLULU, HI 96809-0259  
TELEPHONE NO.: 808-587-4242  
TOLL FREE: 1-800-222-3229  
FAX NO.: 808-587-1488  
or  
830 PUNCHBOWL STREET  
HONOLULU, HI 96813-5094

Internal Revenue Service  
WAGE & INVESTMENT DIVISION  
-TC M/S H214  
FIELD ASSISTANCE GROUP 174  
300 ALA MOANA BLVD., #50089  
HONOLULU, HI 96850  
TELEPHONE NO.: 808-539-1555  
FAX NO.: 808-539-1573  
or  
TAXPAYER ASSISTANCE CENTER  
HONOLULU:  
300 ALA MOANA BLVD., RM 1-128

Applications are available at Department of Taxation and IRS offices in Hawaii, and may also be requested by calling the Department of Taxation's Forms By Fax/Mail request line on Oahu at 808-587-7572 or toll-free at 1-800-222-7572. The Tax Clearance Application, Form A-6, can be downloaded from the Department of Taxation's website ([www.state.hi.us/tax](http://www.state.hi.us/tax)).

----- FOR OFFICE USE ONLY -----

TYPE OF TAX	TAX RETURNS FILED STATUS	Clerk's Initials	ITEMS RECEIVED
INCOME			
GENERAL EXCISE/USE			
HAWAII WITHHOLDING			
TRANSIENT ACCOMMODATIONS			
RENTAL MOTOR /TOUR VEHICLE			
UNEMPLOYMENT INSURANCE			
OTHER TAXES			

**EXHIBIT C**

**STATE OF HAWAII**

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM  
ADMINISTRATIVE SERVICES OFFICE**

**DESIGN AND INSTALLATION OF WORKSTATIONS**

**SOLICITATION No. RFP-05-07-ASO**

**EXHIBIT C – DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
APPLICATION**

**STATE OF HAWAII**  
**DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**  
**APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR**

**1. APPLICANT INFORMATION: (Please Type or Print Clearly)**

\*Applicant's Business Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

DBA/Trade Name \_\_\_\_\_

\* Business name must be the same name submitted with the applicant's bid or proposal.

**2. IDENTIFICATION NUMBER(S): (Complete Applicable ID Numbers)**

Department of Labor ID# \_\_\_\_\_

Federal Employer ID# (FEIN) \_\_\_\_\_

**3. APPLICANT IS: (Check Only One Box)**

- ☐ CORPORATION    ☐ S CORPORATION    ☐ TAX EXEMPT ORGANIZATION
- ☐ INDIVIDUAL (SOLE PROPRIETOR)    ☐ PARTNERSHIP    ☐ ESTATE    ☐ TRUST
- ☐ LIMITED LIABILITY COMPANY    ☐ LIMITED LIABILITY PARTNERSHIP
- ☐ SINGLE MEMBER LLC WHO IS SEPARATE FROM OWNER (ENTER FEIN)

**4. EMPLOYEES:**

(a) Do you currently have any employees performing services in the State of Hawaii?

☐ YES    ☐ NO\*

\*If answered "no", please complete question 4(b).

(b) Will you in the future have any employees performing services in the State of Hawaii?

☐ YES\*    ☐ NO

\*If answered "yes", please complete below.

**Date of Employment** \_\_\_\_\_

**Scope of Services** \_\_\_\_\_

**Length of Employment** \_\_\_\_\_

**NOTE: If this application is stamped "PENDING", another LIR#27 must be submitted when employees are performing services in the State to determine compliance with the State of Hawaii labor laws. Approvals by both divisions constitute a certificate of compliance with labor laws based on information available to the department as of the approval dates. THE FRONT PAGE OF THIS APPLICATION BECOMES THE CERTIFICATE UPON APPROVAL.**

FOR OFFICE USE ONLY
BUSINESS START DATE IN HAWAII IF APPLICABLE  /    /
DLIR Log No. _____
Date Received _____
Unemployment Insurance Division Approval Stamp
Disability Compensation Division Approval Stamp

**UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

**PLEASE TYPE OR PRINT CLEARLY.**

**SEE BELOW FOR FILING INSTRUCTIONS.** Failure to provide above required information on this application will result in a denial of this request.

**5. SIGNATURE:**

<hr/> <div style="text-align: center;">PRINT NAME Executor</div>	<hr/> <div style="text-align: center;">PRINT TITLE: Corporate Officer, General Partner or Member, Individual (Sole Proprietor), Trustee,</div>
<hr/>	<hr/>
SIGNATURE	DATE                      TELEPHONE                      FAX

**FILING INSTRUCTIONS FOR THE  
CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR**

Applications are available at the addresses below and can be downloaded from the Department of Labor and Industrial Relations website ([www.dlir.state.hi.us](http://www.dlir.state.hi.us)). On the DLIR website scroll down to Employer Forms and click on LIR #27.

**SUBMIT** (mail, fax, or deliver) completed application **only to** the Department of Labor and Industrial Relations, **ADMINISTRATIVE SERVICES OFFICE\***. Allow up to 7 business days for processing.

* Administrative Services Office 830 Punchbowl St., Rm. 309 Honolulu, HI 96813 Ph: (808) 586-8888 Fax: (808) 586-8899	Unemployment Insurance Division 830 Punchbowl St., Rm. 437 Honolulu, HI 96813 Ph: (808) 586-8913 or 586-8914 Fax: (808) 586-8929	Disability Compensation Division 830 Punchbowl St., Rm. 209 Honolulu, HI 96813 Ph: (808) 586-9161 Fax: (808) 586-9219
East Hawaii District Office 75 Aupuni St., #108 Hilo, HI 96720 Ph: (808) 974-6464 Fax: (808) 974-6460		West Hawaii District Office Ashikawa Building 81-990 Halekii St., #2087 Kealahou, HI 96750 Ph: (808) 322-4808 Fax: (808) 322-4813
Maui District Office 2264 Aupuni St. Wailuku, HI 96793 Ph: (808) 984-2078 Fax: (808) 984-2071		Kauai District Office 3060 Ewa St., #202 Lihue, HI 96766 Ph: (808) 274-3351 Fax: (808) 274-3355

**EXHIBIT D**

**STATE OF HAWAII**

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM  
ADMINISTRATIVE SERVICES OFFICE**

**DESIGN AND INSTALLATION OF WORKSTATIONS**

**SOLICITATION No. RFP-05-07-ASO**

**EXHIBIT D – PROPOSAL**

**EXHIBIT E**

**STATE OF HAWAII**  
**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM**  
**ADMINISTRATIVE SERVICES OFFICE**

**DESIGN AND INSTALLATION OF WORKSTATIONS**

**SOLICITATION No. RFP-05-07-ASO**

**EXHIBIT E – HAWAII ADMINISTRATIVE RULES SECTION 3-122-112**

the public and the basis for the acceptance is explained in the written determination. [Eff 7/25/02; comp 11/15/03 ] (Auth: HRS §§103D-202, 103D-310) (Imp: HRS §103D-310)

§3-122-112 Responsibility of offerors. (a) The offeror, as proof of compliance with the requirements of section 103D-310(c), HRS, upon award of a contract made pursuant to sections 103D-302, 103D-303, 103D-304, or 103D-306, HRS, shall provide:

- (1) A tax clearance certificate from the department of taxation and the Internal Revenue Service, subject to section 103D-328, HRS, current within six months of issuance date;
- (2) A certificate of compliance for chapters 383, 386, 392, and 393, HRS, from the department of labor and industrial relations, current within six months of issuance date; and
- (3) A certificate of good standing from the business registration division of the department of commerce and consumer affairs, current within six months of issuance date.

(b) For small purchase awards made pursuant to sections 103D-304 and 103D-305, HRS, the offeror shall provide only upon request of the purchasing agency, the certificates in subsection (a) (1), (2), or (3).

(c) All state and county procurement officers or agents shall withhold final payment of a contract included in subsection (a), until receipt of:

- (1) A tax clearance certificate from the director of taxation and the Internal Revenue Service, subject to section 103D-328, HRS, current within two months of issuance date; and
- (2) A certification from the contractor affirming that the contractor has, as applicable, remained in compliance with all laws as required by this section. A contractor making a false affirmation shall be suspended and may be debarred pursuant to section 103D-702, HRS.

(d) This section shall not apply to any contract to the extent it jeopardizes federal funding. [Eff 11/15/03 ] (Auth: HRS §§103D-202, 103D-310) (Imp: HRS §103D-310)

§§3-122-113 to 3-122-115 (Reserved).

**EXHIBIT F**

**STATE OF HAWAII**  
**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM**  
**ADMINISTRATIVE SERVICES OFFICE**

**DESIGN AND INSTALLATION OF WORKSTATIONS**

**SOLICITATION No. RFP-05-07-ASO**

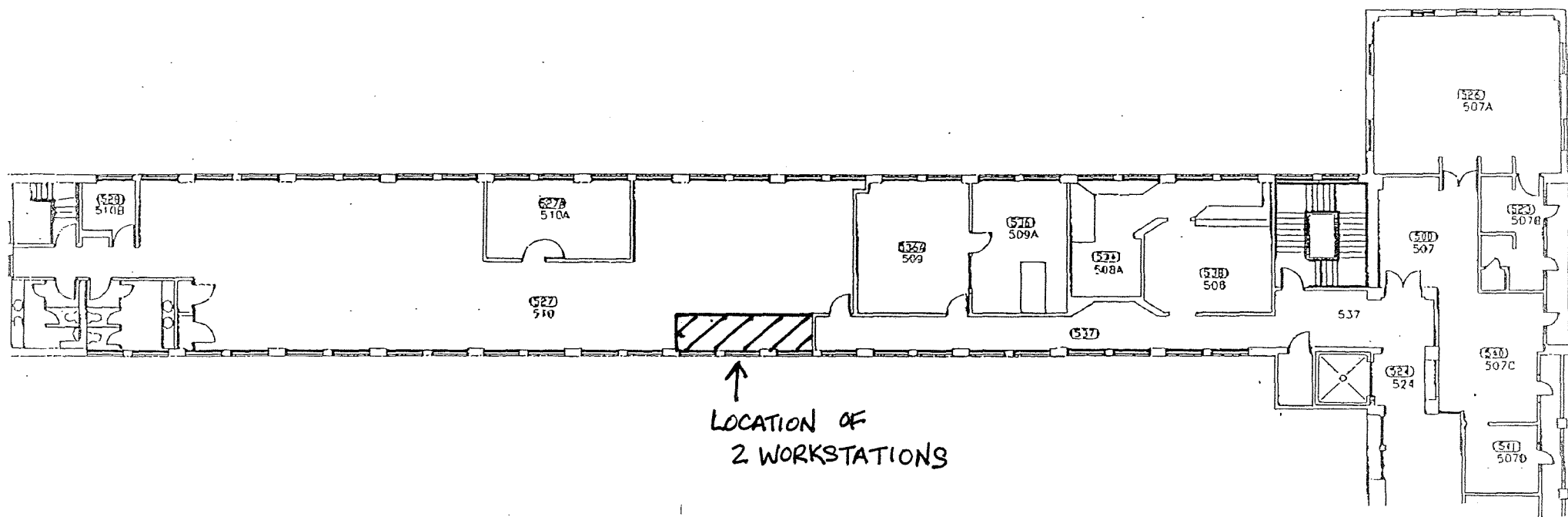
**EXHIBIT F – MAP OF AREAS**



The floor plan depicts a large, rectangular building with a central corridor (G.10) running horizontally. The building is divided into several rooms, each labeled with a number in the G. series:

- G.1:** Located at the top left, containing a desk, chair, and a small table.
- G.2:** Located at the top right, containing a desk, chair, and a small table.
- G.3:** Located on the left side, containing a desk, chair, and a small table.
- G.4:** Located in the center, containing a desk, chair, and a small table.
- G.5:** Located on the right side, containing a desk, chair, and a small table.
- G.6:** Located at the bottom left, containing a desk, chair, and a small table.
- G.7:** Located at the bottom center, containing a desk, chair, and a small table.
- G.8:** Located at the bottom right, containing a desk, chair, and a small table.
- G.9:** Located in the center, containing a desk, chair, and a small table.
- G.10:** The central corridor, running horizontally through the middle of the building.
- G.11:** A large open area at the bottom, possibly a lobby or entrance area.

Each room contains various pieces of furniture, including desks, chairs, and tables. The drawing is a black and white line drawing with some shading to indicate depth and furniture placement.



5TH FLOOR - (DH)

HEMMETER BUILDING  
NOT TO SCALE

**EXHIBIT G**

**STATE OF HAWAII**

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM  
ADMINISTRATIVE SERVICES OFFICE**

**DESIGN AND INSTALLATION OF WORKSTATIONS**

**SOLICITATION No. RFP-05-07-ASO**

**EXHIBIT G – ON-SITE INVENTORY LIST**

Department Of Business, Economic Development & Tourism  
Onsite Inventory

August 30, 2004

Manufacturer	Product Number	Description
ETHOSPACE		
Herman Miller	E1110.7024	Frame, 70H 24W, top cap & base (Solid grey tweed fabric tiles both sides)
Herman Miller	E1110.7024	Frame, 70H 24W, top cap & base (Solid grey tweed 8" beltline cable access tiles)
Herman Miller	E1110.7024	Frame, 70H 24W, top cap & base (Multi-Color tweed/grey vinyl tiles)
Herman Miller	E1110.7024	Frame, 70H 24W, top cap & base (Multi-Color tweed/grey vinyl tiles/rail tile)
Herman Miller	E1110.7024	Frame, 70H 24W, top cap & base (Multi-color tweed 8" beltline cable access tiles)
Herman Miller	E1110.7024	Frame, 70H 24W, top cap & base (Multi-Color tweed tiles)
Herman Miller	E1110.7024	Frame, 70H 24W, top cap & base (No tiles frame only)
Herman Miller	E1110.7024	Frame, 70H 24W, top cap & base (Multi-Color tweed/grey vinyl tiles/rail tile)
Herman Miller	E1110.7024	Frame, 70H 24W, top cap & base (Multi-Color tweed/grey vinyl tiles/open tile)

Qty.	Qty. 16"	Qty. 8"	Qty. 16" OT	Qty. 16" RT	Qty. 8"	Qty. 16" VT	Qty. 8"
Tiles	Tiles						VT
1							
	8						
7		14					
8							
	32					32	
3							
	12			3		9	
1							
		2					
1							
	8						
4							
1							
	3			2		3	
1							
	3		1			3	

Manufacturer	Product Number	Description
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (Wood tiles/rail tile (grey) one side)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (grey vinyl tiles/open tile)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (grey vinyl tiles/one side/open tile)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (grey vinyl tiles/rail tile)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (grey vinyl tiles, one side)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (Solid grey tweed fabric tiles both sides/rail tile)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (no tile, frame only)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (Multi-Color tweed/grey vinyl tiles)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (Multi-Color tweed/grey vinyl tiles/open tile)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (Multi-Color tweed/grey vinyl tiles/rail tile)
Herman Miller	E1110.5424	Frame, 54H 24W, top cap & base (Multi-Color tweed tiles on one side)

Qty.	Qty. 16" Tiles	Qty. 8" Tiles	Qty. 16" OT	Qty. 16" RT	Qty. 8" RT	Qty 16" VT	Qty. 8" VT
1							
	2			1			
3			3			12	
1			1			2	
2				2		10	
2							6
1							
	5			1			
4							
15							
	45					45	
4							
	8		4			8	
2							
	3			1		2	
1							
	3						

Manufacturer	Product Number	Description
Herman Miller	E1110.5430	Frame, 54H 30W, top cap & base (no tiles, frames only)
Herman Miller	E1110.5430	Frame, 54H 30W, top cap & base (Multi-Color tweed tiles /grey vinyl/cable access)
Herman Miller	E1110.5430	Frame, 54H 30W, top cap & base (Multi-Color tweed tiles/grey vinyl/open tile)
Herman Miller	E1110.5430	Frame, 54H 30W, top cap & base (Multi-Color tweed tiles /grey vinyl/open tile)
Herman Miller	E1110.5436	Frame, 54H 36W, top cap & base (Multi-Color tweed tiles on one side)
Herman Miller	E1110.5436	Frame, 54H 36W, top cap & base (Solid grey tweed tiles/grey vinyl tiles)
Herman Miller	E1110.5436	Frame, 54H 36W, top cap & base (Multi-color tweed tiles/cable access tiles)
Herman Miller	E1110.5436	Frame, 54H 36W, top cap & base (Multi-color tweed tiles/grey vinyl tiles)
Herman Miller	E1110.5448	Frame, 54H 48W, top cap & base (Multi-color tweed tiles/grey vinyl tiles/cable access/rail tiles)
Herman Miller	E1110.3824	Frame, 38H 24W, top cap & base (Multi-color tweed tiles/grey vinyl tiles)
Herman Miller	E1110.3824	Frame, 38H 24W, top cap & base (no tiles-frame only)

Qty.	Qty. 16" Tiles	Qty. 8" Tiles	Qty. 16" OT	Qty. 16" RT	Qty. 8" RT	Qty. 16" VT	Qty. 8" VT
3							
1	2	4				2	
1	2		1			2	
1	2		1			1	
1							
3							
2	6					5	
1	4	4					
1	3					3	
1	1	4		1		1	
1	2					2	
1							

Manufacturer	Product Number	Description
Herman Miller	E1110.3824	Frame, 38H 24W, top cap & base (grey vinyl tiles)
Herman Miller	E1110.3824	Frame, 38H 24W, top cap & base (Multi-color tweed tiles)
Herman Miller	E1110.3830	Frame, 38H 30W, top cap & base (no tiles-frame only)
Herman Miller	E1110.3836	Frame, 38H 36W, top cap & base (Multi-color tweed tiles/grey vinyl tiles)
Herman Miller	E1110.3836	Frame, 38H 36W, w/base, no top cap (Multi-color tweed tiles)
Herman Miller	E1110.3842	topcap) (Multi-color tweed tiles/grey vinyl tiles)
Herman Miller	E1220-54	Conn, 2-Way-90 Fabric, 54"H ** Need to order base covers for five (5) connectors) (Multi-color tweed)
Herman Miller	E1220-70	Conn, 2-Way-90 Fabric, 70"H (Multi-color tweed)
Herman Miller	E1220-70	Conn, 2-Way-90 Fabric, 70"H (grey fabric)
Herman Miller	E1220-70	Conn, 2-Way-90 Fabric, 70"H **Need to order covers

Qty.	Qty. 16" Tiles	Qty. 8" Tiles	Qty. 16" OT	Qty. 16" RT	Qty. 8" RT	Qty. 16" VT	Qty. 8" VT
1						2	
1	2						
1							
1	1					1	
1	2						
1	1						
7							
1							
2							
2							

Manufacturer	Product Number	Description	Qty.	Qty. 16" Tiles	Qty. 8" Tiles	Qty. 16" OT	Qty. 16" RT	Qty. 8" RT	Qty. 16" VT	Qty. 8" VT
Herman Miller		Conn, 3-Way Fabric, 55"H **Need to order two (2) top caps (multi-color tweed)	3							
Herman Miller		Conn, 3-Way Fabric, 70"H (gray fabric)	2							
Herman Miller		Conn, 3-Way Fabric, 70"H  ** Need to order base and topcap (Multi-color tweed)	1							
Herman Miller		Conn, 4-Way , 55"H ** Need to order topcap	1							
Herman Miller		Conn, 4-Way, 70"H	2							
Herman Miller	E1250.54	Fin. End, fabric, 54"H	15							
Herman Miller		24" raceway, pwr	1							
Herman Miller		30" raceway, pwr	1							
Herman Miller	E1251.XX	Ch. Of Ht. Fin. End, 18"	4							
Herman Miller		Top cap, 24"W	2							
Herman Miller	E1322.06	Power entry, BPI	2							
Herman Miller		Drawrods, 54"H	15							
Herman Miller		Drawrods, 70"H	7							
Herman Miller		Drawrods, 38"H	6							



Manufacturer	Product Number	Description
Herman Miller		Tile, Face Fabric, 8H 24W (grey fabric)
	<u>**All of the following tiles need clips ordered to install.</u>	
Herman Miller		Tile, Face Fabric-Cable Access, 8H 24W (grey fabric)
Herman Miller		Tile, Face Fabric, 8H 24W (multi-color tweed fabric)
Herman Miller		Tile, Face Fabric, 8H 30W (multi-color tweed fabric)
Herman Miller		Tile, Face Fabric-Cable Access, 8H 30W (multi-color tweed fabric)
Herman Miller		Tile, Face Fabric, 8H 36W (multi-color tweed fabric)
Herman Miller		Tile, Face Fabric-Cable Access, 8H 36W (multi-color tweed fabric)
Herman Miller		Tile, Face Fabric, 8H 42W (multi-color tweed fabric)
Herman Miller	E1420-1624F	Tile, Face Fabric, 16H 24W (grey/beige checker fabric)
Herman Miller		Tile, Face Vinyl, 16H 36W (grey)
Herman Miller		Tile, Rail, 8H 24W (grey)
Herman Miller	E1425:1624	Tile, Rail, 16H 24W (grey)

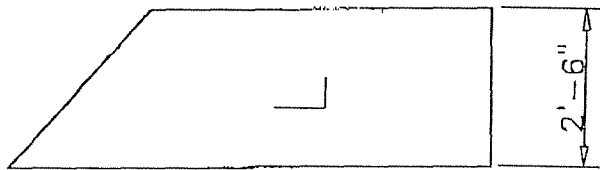
Qty.	Qty. 16" Tiles	Qty. 8" Tiles	Qty. 16" OT	Qty. 16" RT	Qty. 8" RT	Qty. 16" VT	Qty. 8" VT
		7					
		4					
		1					
		4					
		2					
		4					
		3					
		1					
	3						
						3	
					2		
				8			

Manufacturer	Product Number	Description
Herman Miller	E1425.1636	Tile, Rail, 16H 36W (grey)
Herman Miller		Tile, Open top, 24W, (grey)
Herman Miller		Tile, Open top, 30W (grey)
Herman Miller		Cantilever-24"D, right (grey)
Herman Miller		Cantilever-24"D, right (black)
Herman Miller		Cantilever-24"D, left (grey)
Herman Miller		Cantilever-24"D, left (black)
Herman Miller		Cantilever-20"D, right (grey)
Herman Miller		Cantilever-20"D, right (black)
Herman Miller		Cantilever-20"D, left (grey)
Herman Miller		Cantilever-20"D, left (black)

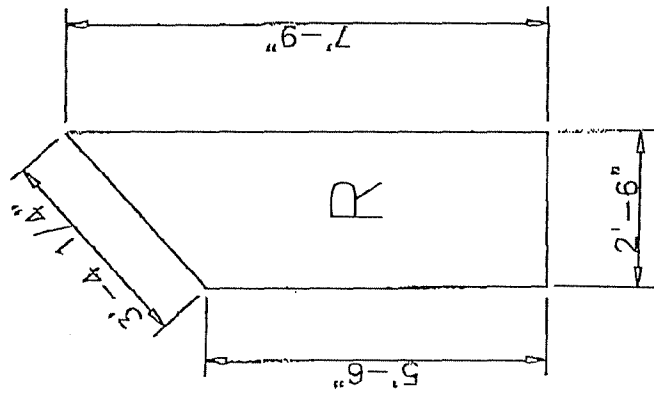
Qty.	Qty. 16" Tiles	Qty. 8" Tiles	Qty. 16" OT	Qty. 16" RT	Qty. 8" RT	Qty. 16" VT	Qty. 8" VT
				1			
			27				
			11				
14							
3							
10							
2							
8							
1							
7							
1							

Manufacturer	Product Number	Description
Herman Miller	E2210-2436L	Worksurface, sq edge, Lam 24D 36W (grey)
Herman Miller	E2210-2442L	Worksurface, sq edge, Lam 24D 42W (grey)
Herman Miller	E2210-2448L	Worksurface, sq edge, Lam 24D 48W (grey)
Herman Miller	E2210-3030L	Worksurface, sq edge, Lam 30D 30W (grey)
Herman Miller	E2210-3072L	Worksurface, sq edge, Lam 30D 72W (grey)
Herman Miller	E2210-3672L	Worksurface, sq edge, Lam 36D 72W (grey)
Herman Miller	E2232.2448L	Worksurface, sq edge, Cor. Lam 24D 48W (grey)
**SEE ATTACHED DRAWING FOR THE FOLLOWING SURFACES		
Herman Miller	**A	Worksurface, sq edge, wood, 45 degree right, straight edge left, 30D 93W/66W
Herman Miller	**B	Worksurface, sq edge, wood, 45 degree left, straight edge right, 30D 93W/66W
Herman Miller	**C	Worksurface, sq edge, wood, 45 degree right, straight edge left, 30D 75W/48W
Herman Miller	**D	Worksurface, sq edge, wood, 45 degree left, straight edge right, 30D 75W/48W

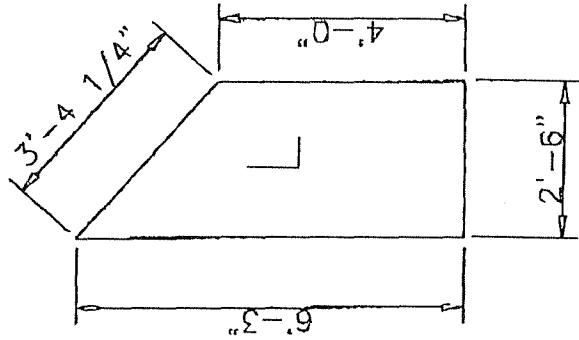
Qty.	Qty. 16" Tiles	Qty. 8" Tiles	Qty. 16" OT	Qty. 16" RT	Qty. 8" RT	Qty. 16" VT	Qty. 8" VT
1							
3							
1							
1							
1							
1							
3							
1							
1							
1							



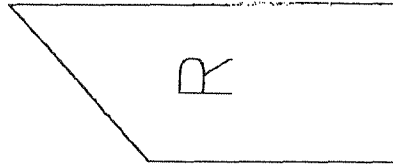
A



B



C



D

Manufacturer	Product Number	Description
Herman Miller	E2210-3696	Worksurface, sq edge, wood 36D 96W
Herman Miller	E2811.48	Trans surf rect 2-sided top 48W
Herman Miller		Keyboard trays
Herman Miller		Task light std., 48"W (off-white)

Herman Miller E2811.48 Trans surf rect 2-sided top 48W

Herman Miller Keyboard trays

Herman Miller Task light std., 48"W (off-white)

[illegible]

Manufacturer	Product Number	Description
		<b>UNIGROUP</b>
Haworth	EFN-3035-B	Unigroup panel, non-powered, 37H 30W Finish: Basketweave/Oster; trim: beige (BSK, F-EC, F-EC,TR-R)
Haworth	EFN-342-B	Unigroup panel, non-powered, 42H 36W Finish: Basketweave/Oster; trim: beige (BSK, F-EC, F-EC,TR-R)
Haworth	EFN-4262-B	Unigroup panel, non-powered, 64H 42W Finish: Basketweave/Oster; trim: beige (BSK, F-EC, F-EC,TR-R)
Haworth	EFN-462-B	Unigroup panel, non-powered, 64H 48W Finish: Basketweave/Oster; trim: beige (BSK, F-EC, F-EC,TR-R)
Haworth	EFN-266-B	Unigroup panel, non-powered, 68H 24W Finish: Basketweave/Oster; trim: beige (BSK, F-EC, F-EC,TR-R)
Haworth	FPFC-42-B	90 degree Finish Post, steel top cap, fabric surface 44H (BSK, F-EC, F-EC,TR-R)
Haworth	FPFC-66-B	90 degree Finish Post, steel top cap, fabric surface 68H (BSK, F-EC, F-EC,TR-R)

Qty.	Qty. 16" Tiles	Qty. 8" Tiles	Qty. 16" OT	Qty. 16" RT	Qty. 8" RT	Qty. 16" VT	Qty. 8" VT
1							
1							
1							
1							
1							
1							
2							
1							

ATTACHMENT

**STATE OF HAWAII**  
**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM**  
**ADMINISTRATIVE SERVICES OFFICE**

**DESIGN AND INSTALLATION OF WORKSTATIONS**  
**SOLICITATION No. RFP-05-07-ASO**

**ATTACHMENT**  
**GENERAL TERMS AND CONDITIONS (APRIL 15, 1996)**